

1210.31 Centrally Controlled Profiles in the State's Accounting System (MAIN FACS)

Issued November 9, 2001

SUBJECT: Centrally Controlled Profiles in the State's Accounting System (MAIN FACS)

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide a process to document requests for centrally controlled profile changes, to evaluate them on a timely basis, and to prioritize these requests.

CONTACT AGENCY: Office of Financial Management (OFM).

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SUMMARY: This procedure is used when requesting that MAIN make changes to FACS centrally controlled profiles. Generally, any profile that is not controlled at the agency level or specific to an agency is centrally controlled. Form DMB-001-MAIN may be initiated by a requesting agency or OFM and requires OFM approval. Certain profiles also require approval of the State Budget Office, Treasury, or DMB Office of Purchasing before processing by MAIN.

APPLICABLE FORMS: DMB-001-MAIN, Request for Centrally Controlled Profile Changes.

PROCEDURES:

Agency Accounting Staff:

- Unless profile request is initiated at OFM, complete Part 1 of Form DMB-001-MAIN (consult with OFM agency liaison accountant if assistance is needed).
- Submit Form DMB-001-MAIN to OFM agency liaison accountant for approval with an attached screen print of the profile being requested. For changes on existing profiles, the profile is to be printed as is and requested changes are to be noted with ink.

OFM Financial Control Division:

- Record OFM Log Number on Form DMB-001-MAIN.
- Obtain required signatures on Form DMB-001-MAIN:

OFM Financial Operations Division

If the request is for R*STARS profile 28A (Transaction Code), 28B (TC Description), D66 (User Class), D02 (Agency), 96A master (Security), 96B master (Security), or a D10 (Comptroller Object) used for 1099 reporting purposes, obtain the signature of the OFM Financial Operations Division Director or his/her designee.

Department of Treasury

If the request is for R*STARS profile D50 (Payment Distribution Type), D55 (Payment Processing Control), D56 (Bank ID), D63 (Device ID), D70 (ABA), or D72 (Bank Account Number), obtain the signature of the Financial Services Bureau Director or his/her designee.

DMB Office of Purchasing

If the request is for ADPICS table 1310 (Matching Rules), 1320 (Holiday), 5300 (Warehouse), 5600 (Warehouse Location), 5650 (Interface Type), 5750 (Miscellaneous), 5775 (Tax Rate), 5800 (Vendor Status Code), 5810 (Vendor Classification Code), 5850 (Help Maintenance), 5875 (Country Code), 5950 (Qualified Products), 5975 (Document Numbering), 5981 (Document

Approval Path), 5982 (Department Approval Path) or 5983 (Commodity Approval Path), obtain the signature of the DMB Office of Purchasing Director or his/her designee.

State Budget Office

If the request is for R*STARS profile D01 (Object), D39 (State Fund Group), D40 (Grant Category), D52 (Function Code) or D53 (Titles), obtain the signature of the Office of Budget Development and General Government Director or his/her designee.

- Submit profile request to MAIN for processing.

MAIN Staff:

- Complete Part 4 of Form DMB-001-MAIN.
- If approved, implement profile request in MAIN FACS.
- Notify OFM of approval or disapproval and date of implementation if approved.

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